



NEVADA PUBLIC EMPLOYEES' DEFERRED COMPENSATION PROGRAM

Request for Information from Public Accounting Firms to Conduct an Audit

REQUEST FOR INFORMATION DISTRIBUTION:	June 17, 2013
DEADLINE FOR SUBMITTING QUESTIONS:	June 24, 2013 at 4:00pm Pacific Time
DEADLINE FOR SUBMISSION AND OPENING DATE & TIME:	July 8, 2013 at 4:00pm Pacific Time

The actual RFI document consists of five (5) pages.

**A copy of this Request for Information (RFI) may be obtained
by any of the following methods:**

1. E-mail us at rebacoombs@defcomp.nv.gov and request a copy of the RFI be forwarded to you. Please include your company name, address, contact name, phone number and email address.
2. Retrieve the document from our website at: <http://defcomp.state.nv.us/>
3. Contact us at Nevada State Library & Archives Building
100 North Stewart Street, Suite 210, Carson City, Nevada 89701
Telephone (775) 684-3397 Fax (775) 684-3399

TABLE OF CONTENTS

	<u>PAGE</u>
1. Purpose/Objective	3
2. Cost	3
3. Scope of Work	4
4. Schedule of Events	4
5. Submission Requirements	5

Request for Information process is different from an Invitation to Bid. The Program is requesting information regarding your company and services to provide annual financial auditing services for the fiscal year commencing on July 1, 2012.

1. PURPOSE/OBJECTIVE

The Nevada Public Employees' Deferred Compensation Program (Program) is seeking information from qualified accounting firms (Firm) to conduct audits for the voluntary Deferred Compensation Program and the FICA-Alternative Plan. The audits will include the following:

- A. Financial Audit – For each fiscal year, the Firm will audit the records of the Plan in accordance with generally accepted auditing standards (the Financial Audit). The purpose of this Financial Audit will be for the Firm to express its opinion as to whether or not the Program records accurately reflect the financial position of the Program. The Financial Audit will also include any findings of misstatements due to error, fraud, or other reasons that would cause the financial records to not be an accurate representation of the financial condition of the Program.
- B. Contractually Agreed Upon Procedures Audit of the Recordkeepers/Providers – The Firm will conduct an audit of the Recordkeepers/Providers (Providers) for each audit year, including the measurement through a statistically valid sampling of certain Program requirements and specifications (the Agreed Upon Procedures Audit). The audit will include a review of the Providers' system of internal controls and a sampling and measurement of various types of transactions from the Providers, which may include enrollment data, accuracy of contributions/deposits, accuracy of participant account balances, accuracy on general/stable value account interest rate crediting and other transactions and record keeping details. The Firm will prepare a written report summarizing the results of the Agree Upon Procedures Audit.
- C. Procedure Audit Payroll Centers, including the Political Jurisdictions – The Firm will conduct an audit of the various Payroll Centers (Centers) (approximately 54), including measurement through statistically valid sampling of certain Program requirements and specifications (Payroll Procedures Audit). The audit will include a review of the Centers' internal controls and a sampling and measurement of various types of transactions, which may include contribution monitoring and processing, termination date procedures and other transactions, as appropriate. The Firm will prepare a written report summarizing the results of the Payroll Procedures Audit.

For more information regarding the Nevada Deferred Compensation Program, including the Plan Document, Investment Policy Statement, and other references, please visit the Program website at www.defcomp.state.nv.us.

2. COST

Please include an estimated cost for annual auditing services to be provided to the Program.

3. SCOPE OF WORK

The Program's auditor will provide the following services:

- A. Financial Audit -- The principal purpose of the Financial Audit for each Audit Year is the expression of opinion that the investment reports of the Plan accurately reflect the net assets of the Plan available for benefits and the statement of changes (as reflected in the investment reports) in net assets of the Plan available for benefits are in conformity with generally accepted accounting principles and are consistently applied.

Audit services will include a review of the statements for compliance with the principles of the Governmental Accounting Services Board (GASB) applicable to the Program. The Audit Services will also include a verification by the auditor that the liabilities of the Program, as recorded by the Providers and investment consultant, accurately state the liability of the Program for benefits and that the value of the account balances of participants as recorded by the Providers are equal, as of the date of the financial statement, to the value of Plan assets.

- B. Contractually Agreed Upon Procedures Audit of Providers – The contract between the Program and the current Providers sets forth the applicable performance criteria specified in the contract. Failure to meet the performance criterion for a specified performance period may result in a fee or penalty as set forth in the contract, subject to a final determination by the Program.

For each Audit Year, the public accounting firm will be required to assess the performance of the Provider against each of the criterion specified in the contract.

- C. Procedure Audit Payroll Centers, including the Political Jurisdictions – For each Audit Year, the public accounting firm will be required to undertake a management audit of the Program's Payroll Centers (Centers), including measurement through statistically valid sampling certain Program requirements and specifications (Payroll Procedures Audit).

- D. Advice on Accounting Rules and other Recommendations – The public accounting firm will be required to be available to provide periodic advice to the Committee, its staff, and legal advisers on the application of accounting rules and standards to the Program established in connection therewith and the assets and liabilities of the Program, and to advise the Committee of any actual or anticipated changes to these rules and standards that may affect the Program or the reporting and disclosure of financial information related to the Program.

4. SCHEDULE OF EVENTS

The following schedule of events represents the Program's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 am and 5:00 pm Pacific Daylight Time. The

Program reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

Event Description	Date
RFI Issued	June 17, 2013
Deadline for Submitting Questions	June 24, 2013
Answers to all Questions Available on	June 28, 2013
RFI Responses due no later than	July 8, 2013

5. SUBMISSION REQUIREMENTS

Each Firm must submit a total of **six (6)** bound copies by **3:00 p.m. Pacific Daylight Time July 8, 2013** in accordance with the following:

One original copy marked “Master” and five (5) identical copies to:

Reba Coombs, Program Coordinator
Nevada Public Employees Deferred Compensation Program
100 North Stewart Street, Suite 210
Carson City, Nevada 89701-4213
rebacoombs@defcomp.nv.gov
T: (775) 684-3397 F: (775) 684-3399

Responses received after opening time and date may not be considered for this project. Firms may submit their responses at any time prior to the above stated deadline.

Thank you for your interest in this Request for Information.